

Communication from Becky Gilpatrick, KHEAA
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Dear Counselors and School Administrators,

As you are most likely aware, legislation was passed earlier this year that creates a permanent framework for Dual Credit Scholarship (DCS) program administration beginning with the 2017-2018 year. (See attached statute – KRS 164.786) This message contains details related to how the program will work as we move forward. Please read carefully as there are significant changes from last year's DCS program.

Perhaps the most significant change for public high schools is that all funding will be disbursed directly to participating postsecondary institutions by KHEAA. *High schools will no longer receive allocations for program administration.* The role of high schools will be much simpler – submitting an “application” data file to KHEAA that identifies students scheduled to take dual credit and providing college success counseling to students. KHEAA will consider all eligible students submitted by high schools and determine which students are awarded scholarships. Students will decide which institution they want their scholarship to go to, and which semester they'd like to use their scholarship. Institutions will determine which dual credit course is attached to the scholarship funding. Similar to last year, KHEAA will allow institutions to report required laboratory courses with lecture courses but only count the combination as one course used toward the student's two course limit.

Another item of importance is that there is **no limit to the number of credit hours** the scholarship will cover. The scholarship is limited to **two courses per student** over their high school career – **not two per year**. Students receiving scholarships for both courses as an 11th grader will not have any scholarship eligibility remaining for their 12th grade year. Students may opt

to skip the scholarship this year; or only use one this year and one next.

The maximum amount a participating postsecondary institution may charge for dual credit coursework (regardless of scholarship eligibility) continues to be limited to one-third of the KCTCS hourly rate, which equates to \$54 per credit hour for the 2017-2018 year. Institutions may not charge additional fees to students. However, students are responsible for purchasing their own textbooks and materials.

Here is an overview of the process:

- 1. If your high school has not already done so, please send me an email identifying your school's postsecondary partners for the 2017-2018 year.** Students at your high school will choose from the institutions on your school's list when completing step 4 (below).
- 2. Each high school will create a dual credit file through Infinite Campus and submit it to KHEAA.** (See attached high school tutorial.) KDE will provide guidance on how the IC process works. The file will contain the names, addresses, and email addresses of students who are scheduled to take dual credit.
- 3. KHEAA will load the data file, create links on student accounts, and then email students** to ask them to sign on to KHEAA's website to set their scholarship preferences.
- 4. Students go to their MyKHEAA accounts at www.kheaa.com and complete the application process** by selecting the institution and semester they prefer for scholarship consideration. (The attached student tutorial is designed to aid students with the website navigation. Schools may print and distribute the student tutorial as needed.) *Note: Students may go to KHEAA's website for updates at any time. The scholarship links are populated when KHEAA loads your school's file to the database. The email KHEAA sends to students is a request/reminder to do the web part. Students may also check their MyKHEAA accounts throughout the year for updates on scholarship awards and disbursement activity.*
- 5. KHEAA makes award determinations.** Subject to available funding, scholarships will be awarded on a first-come, first-served basis to students

that have completed the KHEAA scholarship web preferences. Seniors receive priority consideration in the award order.

6. KHEAA notifies students and their postsecondary institutions of the award decisions.

a. Institutions apply scholarship awards to student accounts and send bills out for non-scholarship coursework. Bills will be sent to students unless the high school has made other arrangements.

7. KHEAA identifies scholarship awardees to high schools.

8. High schools provide college success counseling to students. KHEAA is updating the video that schools can use for the counseling. We will email you when it is available (hopefully within the next week). Verification of counseling completion will work differently this year. KHEAA will provide a roster to each school that identifies the students that have been awarded scholarships (step 7). Individual student forms are no longer required. The school will complete the roster and return it to KHEAA. (The last page of the attached high school tutorial contains additional details.) The first rosters will be sent in late August/early September. Counseling should be completed for all students and the form returned to KHEAA by October 1.

9. After each semester begins, institutions submit enrollment verification to KHEAA. It is during the enrollment verification process that institutions will identify the course and credit hours attached to the scholarship payment.

10. KHEAA disburses funds to institutions.

11. Institutions credit scholarship dollars to student accounts.

12. At the end of each semester, institutions report grades to KHEAA for scholarship coursework. If the student does not successfully complete the course (with a passing postsecondary grade), the institution is responsible for returning to KHEAA 50% of the amount disbursed for the course. Institutions cannot bill students for returned funds.

The new process is also designed to accommodate needs for yearlong courses and trimester schedules. Schools may submit files as many times as needed throughout the year. However, it is better to submit all of your dual credit students as soon as possible in the fall (including students in yearlong coursework) to ensure they are awarded scholarship funds.

At this point in time, high schools may submit files to KHEAA when ready. However, KHEAA is still working on the programming needed to be able to process them and load information to the database. KHEAA anticipates being ready to process everything by the end of next week (load data, make student links available, award scholarships, and send notifications out). We will keep you apprised of the situation as our programming is moved into place.

As always, feel free to contact me with questions. You may also contact Danny Prather at danprather@kheaa.com or (502) 696-7399. Danny will be serving as the Program Coordinator for the Dual Credit Scholarship as we move forward.

Best regards,

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